

Professional and Managerial Branch
General Administrative Group
Administrative Series

ADMINISTRATIVE ANALYST

09/89

CHARACTERISTICS OF THE CLASS:

Under direction organizes and coordinates assigned administrative functions of assigned department; performs related duties as required.

EXAMPLES OF DUTIES:

Analyzes organizational structures and administrative policies and procedures and prepares recommendations for improvements and increased efficiencies; develops and/or revises departmental policies and procedures; develops procedures to disseminate and implement new and revised federal state and local regulations; discusses divisional performance and problems with division heads.

Conducts investigative studies and prepares recommended changes to practices, policies and procedures; conducts work flow and paper flow studies; prepares recommendations for the efficient usage and storage of documents and correspondence; reviews automated data processing capabilities and needs and prepares recommendations for system changes and enhancements; consults with ADP personnel to resolve system problems and modify existing programs; develops procedures to be followed during computer down-time.

Assists in the preparation and control of annual budgets; discusses program proposals and expenditures with division supervisors; prepares specifications for bid proposals; prepares grant justifications and coordinates grant preparations with other agencies and City departments; prepares financial, statistical and operating reports. Participates in the formulation of long and short term master plans; as assigned, acts for the department head; represents the department at public hearings and board or council meetings; supervises, trains and evaluates assigned personnel; enforces established rules and regulations standards of conduct and work attendance and safe working practices and procedures; maintains records and prepares reports.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration or a closely related field and four years of professional administrative experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of office management and administrative practices and procedures; considerable knowledge of research methodology; considerable knowledge of the use and care of personal computers and ADP systems; applications programs and related peripherals; good knowledge of accounting and budget preparation and controls; same knowledge of supervisory techniques.

Ability to analyze organizational structure; ability to perform analytical research and investigative studies and prepare concise and comprehensive reports; ability to express oneself, both orally and in writing; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to exercise good judgment and make sound decisions; ability to maintain records and prepare reports; ability to perform short and long term forecasting.

Physical Requirements: Mobility within an office and field environment; operate a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head